

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory position(s), the primary duties of which include assisting the Fire Chief in the management of all department operations on one shift, responding to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. The employee(s) of this class report to and have work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the planning and directing of department operations. Evaluates the efficiency of response units following emergency incidents. Participates in the research and planning for programs and activities of the department. Coordinates the work of the department with related agencies. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Oversees emergency scene operations in size-up, rescue, forcible entry, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; protects, preserves, reports and maintains the chain of custody of any evidence of arson; assists arson investigation personnel; and testifies in court when required.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Assigns duty

areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Trains subordinates in basic fire fighting by personally conducting training in classroom, drills and evolutions and "on-the-job" training. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Conducts daily radio checks.

Responds to questions and complaints from the public about operations of the fire department or any related areas of emergency services either orally or by letter. Makes presentations and demonstrations related to fire prevention and fire safety. Serves as a department representative to the news media, releasing information and answering questions concerning the work of the department. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have and maintain a valid Louisiana Driver's License.

Must be a regular and permanent employee in the class of Firefighter/Operator.